PAGE

## STATE OF

## Application for RECORDS DISPOSITION STANDARD

OPPICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

GEORGIA	KECOKOS DISPOSITION STANDAKO	RECORDS MANAGEMENT DIVISION
1 . Application Date	INSTRUCTIONS: See separate instructions for completion of	FOR RECORDS MANAGEMENT DIVISION USE
	front and reverse of this form. Sign original and two copies	
2 Agency Application No.	and forward to Department of Arphives and History, Attention:	JUN 1 8 1975 77- A JUN 2 4 1975
	Records Management Officer.	Person to Contact
3 AGENCY, Division, Subdivision & Ad		1 · ·
Public Service Comm	fication and Enforcement Division	Mr. L. Tom Doyal
244 Washington Stre		·
* Atlanta, Georgia 3	, ,	5. Working Title 6. fel. Mn. Supervisor 4542
7.ACTION REQUESTED	ر بروز در المراح ال	
ESTABLISH DIS		OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED
8.Earliest & Latest	9. Exact Series Title	
Dates of Series	MOTOR CARRIER ARRIVATION FILES	
1919-present	MOTOR CARRIER APPLICATION FILES	
10. What is the function	of the office in which this record s	eries is created?
prescribed fees for liability and cargo and changes. The D the Commission all	essity where intrastate operations are all vehicles operated under such Certinsurance coverage, identify vehicles ivision receives, processes and assignapplications for such Certificates. In the applications on behalf of the Commi	tificates, file evidence of s, and file tariff naming rates ns for public hearing before Division staff members participate
ll. This file contains t and file arrangement	the following documents (include form	numbers and titles, if any,
Georgia. Included are "Appli" "Application to R Interstate Opera Evidence of Liab (Form H); "U	to regulating interstate and intrastate cation for Certificate of Public Converge egister I.C.C. Interstate Operations descriptions "Exempt" From Jurisdiction of Lility Insurance" (Form E); "Uniform Exempt" and Insurance Cancellation Notice" and related correspondence. numerically by motor carrier applications.	enience and Necessity"(Form MC I);" (Form A); "Application to Register .C.C." (Form A-I); "Uniform vidence of Cargo Insurance" (Form K); operating and investi-
	ATTACH SAMPLES OF THE FILE	

2. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Pt. of Records		No. of Drawer	a Cu. Ft. of Records
Letter-size File Drawers		240	ARRUAL RATE OF ACCUMULATION	14	21
Legel-size File Dravers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(a)
				This Las	
			AVERAGE DAILY REFERENCES		

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QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES NO
13. Is this the Record Copy of the series?	, [x] [ ]
14. Is there a duplication of this series in another office or agency?	[] [x]
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication.  16. Does the series contain classified information requiring security handling?	[ ] [x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ] [X]
18. Could the function be performed if the files were lost or destroyed?	[X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ] [X]
20. Does the record series provide data as input to an EDP file?	[ ] [X]
21. Does the record series contain documentation produced as EDP printout?	<sub>≈</sub> [ ] ; [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ] [X]
24. REQUIREMENTS. The following requires the files to be kept6years:	
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e.[MADMINISTRATIVE f.[]HIS LAW LIMITATION PERIOD LAW DECISION VAI  (Cite Law, Statute, or other reason for the retention requirement)  25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off a	UE TOTAL
of each -[]CALENDAR YEAR -[]FISCAL YEAR -[MOTHER See Below	
[ ] Hold in the current files area month(s)/ year(s): [ ] Transfer to [X ] State Records Center [ ] Local Holding Area; hold year [ ] Destroy. [ ] Transfer to State Archives for permanent retention. [ ] Destroy immediately after cut-off. [ X ] Other: (Specify)  When Motor Carrier becomes inactive, remove folder from active file and place	e in
Cancelled File; cut off Cancelled File at end of each calendar year; hold in current files area I year; then transfer to State Records Center; hold 5 yea then destroy.	
(Indicate briefly rationale for recommendations above/or write additional rema	rks):
77-A	
Records Management Officer (Signature) Date  OTHER REQUIRED SIGNATURES	DATE
26. Recommendations Agency Head/Designée in paragraph 25 Approved [ ] Disapproved L. Cayal	6/18/75
are: State Auditor/Designee  [V] Approved [] Disapproved	62375
STATE RECORDS. Secretary of State/Designee  COMMITTEE [ ] Approved [ ] Disapproved Carusle Jan	6/20/75
Attorney General/Designee [U Approved [ ] Disapproved RMN Jule	6/4/25

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2 . Agency Application No.	forward to Departme orde Management Offi	ent of Archives and Hi		MAR 8 197	2.77	IAR 1 0 1972.
3 . ACERCY, Division, Subdivision & Admin	•	440		Person to Contact	uuu ( भी निर्देश क्षित्र प्रस्ताना )	na ning granda si na 🐧
Public Service Commis 244 Washington Stree	· ·	148		Mr. T. G.	Arnold	·
Atlanta, Georgia 30		140		5 . Working Title		Tel. Ro.
5				Personnel &	Fiscal	656-4500
7.ACTION REQUESTED		÷				
ESTABLISH DISPO				OSE OF PRES URTHER ACCU		ULATION; ANTICIPATED.
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1919-1966  O. What function performed resulted in c			Ton Tites	·		
Regulation of Inters	tate transpo	rtation facil	ities, serv	ices, operat	ions and ra	tes of
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vested in the Commishearings to determin	sion by the	Acts of the L	egislature	oi 1931; spe vill be grant	cillically -	t or deny
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DESCRIPTION OF SERIES - Include Form	No. & Form Title, if	ANY	· · · · · · · · · · · · · · · · · · ·			
These files include	the followin	g documents a	md correspo	ondence relat	ing thereto	:
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II. Georgia Publi			ating right	<b>s.</b>		·
III. Insurance cor			to T - VIT	<u> </u>		
<pre>IV. General corre     V. Cargo and COD</pre>		tative to Far	its I - VII.			
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VII. Operating and	investigati	on reports.		And the second	•	
VIII. Vehicle regis	tration and	license recei	pt forms.		b	
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Legal-size File Drawers

49
120

Floor Space Occupied (Square Feet)

12

By Annual Accumulation

AVERAGE DAILY REFERENCES

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· ·	QUESTIONNAIRE	"a" in the proper column. If answer is "YES," please explain	YES	110
13.	Is this the Record	Copy of the series?	£]	Ü
14.		tion of this series in another office or agency? Any information	۲)	[]
15.	pertaining to moto Is the information	or carrier's corporate charter etc. in Corp. Div. contained in this series ever summarized or published?	[]	(k)
16.	Does the series con	tain classified information requiring security handling?	[].	(k)
17.	Does the series doo	cument policies and procedures of agency's operation or function?	[]	(برا) الراب
18.		be performed if the files were lost or destroyed? The only files	[ <u>k</u> ]	[]
19.	to be destroyed an Is the series (or m	re inactive 6 yr. old files AND NO archival value.  pajor portion of it) regularly microfilmed? If yes, why?	[]	<b>6</b> 0
20.	Does the record ser	ries provide data as input to an EDP file?	[]	<b>k</b> )
21.	Does the record ser	ries contain documentation produced as EDP printout?	[]	[x]
22.	Is the series affect	ted by Federal or grant funds?	[]	₩.
23.	Will there be a nee	ed for these records 10, 15 years from now? If yes, what?	Ü	6d
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3. ACCEPT, Division, Subdivision & Admi. Public Service Commi			:	Person to Conta	de .			and the second second
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13. Is this the Record	Copy of the series?			<b>X</b> ] []
14. Is there a duplicat	ion of this series in a	nother office or agency?	any information	<b>k</b> ] []
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ló. Does the series con	tain classified information	tion requiring security ha	indling?	[] [k]
17. Does the series doc	ument policies and proce	edures of agency's operati	on or function?	[] <u>K</u> ]
	· ·	es were lost or destroyed?		[] [ <u>X</u> ]
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	he current files one (1) years, then destroy.	year, transfer to the Re	cords Center, n	101 <b>q</b>
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E.[]Other	· ·			
(Indicate brief)	y rationale for recommen	ndations above/or write ad	ditional remark	s): **
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## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCEIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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AVERAGE DAILY REFERENCES

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Public Service Commo	ission et, SW Room			4. Person to Contact Mr. T. G.		
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7.ACTION REQUESTED		بنيهها البديز سنديكوراك بيداد			:	
ESTABLISH DISP RECORD WILL CO			DISPO	OSE OF PRES URTHER ACCU	SENT ACCUM JMULATION	ULATION; ANTICIPATED
8. Inclusive Dates	EXACT SERIES TITLE		'			
1919-1966		rier Applicat	ion Files			
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DESCRIPTION OF SERIES - Include Form	No. & Form Title, i	fany		·		
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VII. Operating an	d investigati	on reports.			·	
VIII. Vehicle regi	stration and	license recei	ipt forms.			
12. EQUIPMENT OCCUPIED	Fo. of Drawers	Cu. Ft. of Records			No. of Drawers	Cu. Pt. of Records
Letter-size File Dravers	49	120	ANNUAL RATE	OF ACCUMULATION	25	- 66
Legal-mize File Drawers			Floor Space Occu	pied (Square Feet)	In Office(s)	In Storage Area(s)
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